

REVERE HIGH SCHOOL



ATHLETIC HANDBOOK FOR PARENTS, STUDENT-ATHLETES AND COACHES

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2019 – 2020
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Revere High School Spectator Code of Conduct

Teams shall be supported with enthusiasm and dedication. Strong spectator support is a vital part of the high school competition experience. We expect good sportsmanship from players and coaches, and they have the right to expect the same from spectators and fans. Therefore, we urge students, alumni, family, and friends to cheer **their** team to victory while upholding these same ideals that our school holds in the highest regard. **Our spectators should be courteous, careful in choice of expression, and considerate to all.** The scoreboard will reflect the quality of the teams in competition, the kind of support given by our fans will showcase the character of our school's supporters.

Remember...

- Always cheer **your** team in a positive manner
- Never single out an opposing player, fan, coach, or official
- **Respect** the game, the players, and the officials
- Negative chants, taunts, or outbursts **will not be tolerated** and will be cause for removal from the event and future events

Thank You and GO PATS

Revere Public Schools Athletics Department

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GENERAL INFORMATION

INTRODUCTION

This manual describes the athletic policies and procedures that will assist in maintaining a high standard of excellence in our athletic program. Specifically, the purpose of the Athletic Handbook is:

- To create uniformity in dealing with each coach and sport
- To ensure that all coaches, players and parents understand the proper procedures to follow
- To ensure that everyone – student-athlete, coach, administration, school committee and parents are informed and understand the Athletic Department’s policies and goals.

Policies and statements in this manual will be reviewed annually. Additions, changes, and deletions will be made as necessary. To keep the manual up-to-date and meaningful, coaches are encouraged to make recommendations for changes; bearing in mind that only the School Committee may establish official policies.

Good luck in your season!

Frank Shea
Director of Athletics
Revere Public Schools

MISSION STATEMENT

The Mission of the Athletic Department of Revere High School is to provide academic, civic and social expectations. As a support program to the academic core, Athletics enables students to have experiences whereby they may learn the value and importance of commitment, cooperation, dedication, and hard work. The development of respect for oneself, for teammates and for opponents will help the student-athlete mature socially. The overcoming of personal and situational adversities will encourage the growth of self-confidence. These and other lessons learned through Athletics will enhance the opportunity for students to become healthy, responsible, and productive citizens.

The goal of the Athletic Program is to provide a medium of success, to develop and improve fundamentals and skill levels, and to provide each athlete with the opportunity to participate to the best of their ability. The Athletic Program is structured so that participants will acquire positive values such as teamwork, sportsmanship, and leadership, and, in general have a positive experience with being part of the team. Participation in athletics, both as a player and as a student-spectator, is an important part of the student's education experience. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community, and to the students themselves. We believe athletic experiences aid in the development of positive values and attitudes that will help prepare students for adult life in a democratic society.

SPORTSMANSHIP

Sportsmanship is a term that is difficult to define, as everyone seems to have a different concept of just what it is. We are certainly incensed when negative incidents occur, but the incidents should be viewed as isolated, unpredictable events. They are a result of both attitudes and practices that have become acceptable – even to the point of being thought of as humorous, clever, and a part of the game. A recent “Sports Illustrated” article expresses a fear that gamesmanship has replaced sportsmanship at the collegiate level. The television set during a football, basketball, or hockey game gives credence to this assumption. The level of sportsmanship is not determined solely by behavior on the day of a certain game. It starts long before competition commences at any level. Traits learned in our youth programs, with reinforcement through family attitudes and values; all help influence the ongoing development of sportsmanship as our student-athletes progress through various levels of competition prior to arriving at the high school level.

The answers to the following are directly attributable to what we refer to as the “chain of sportsmanship.” This chain runs directly throughout administrators, coaches, athletes, parents, and student spectators alike. Are we teaching our players to respect their opponents? Do we treat our visitors, including game officials, as guests? Do we, in turn, behave as guests at our opponent’s facility? If prior attention has been directed toward making coaches, players, parents, and student spectators aware of their responsibilities as well as obligations when representing the school, the preparation for a positive competitive experience has begun.

In closing, we the athletic family, have made a strong commitment to the improvement of sportsmanship at each of our scheduled contests. Only through the efforts of all concerned can we create an atmosphere of wholesome and positive competition for all our student-athletes at all levels of our programs. The start of a new season gives us the opportunity to reflect on this goal.

ADMINISTRATIVE ORGANIZATION

Superintendent of Schools

- Is ultimately responsible for all phases of the public school program
- Delegates his/her power of administration of the interscholastic athletic program through the high school principal and athletic director.

High School Principal

- Is responsible for all activities affecting students in his/her building
- Is closely involved with the operation of the athletic program
- Has the final say in the recommendation of a coach to the Superintendent
- Coordinates the athletic program with other school activities

Athletic Director

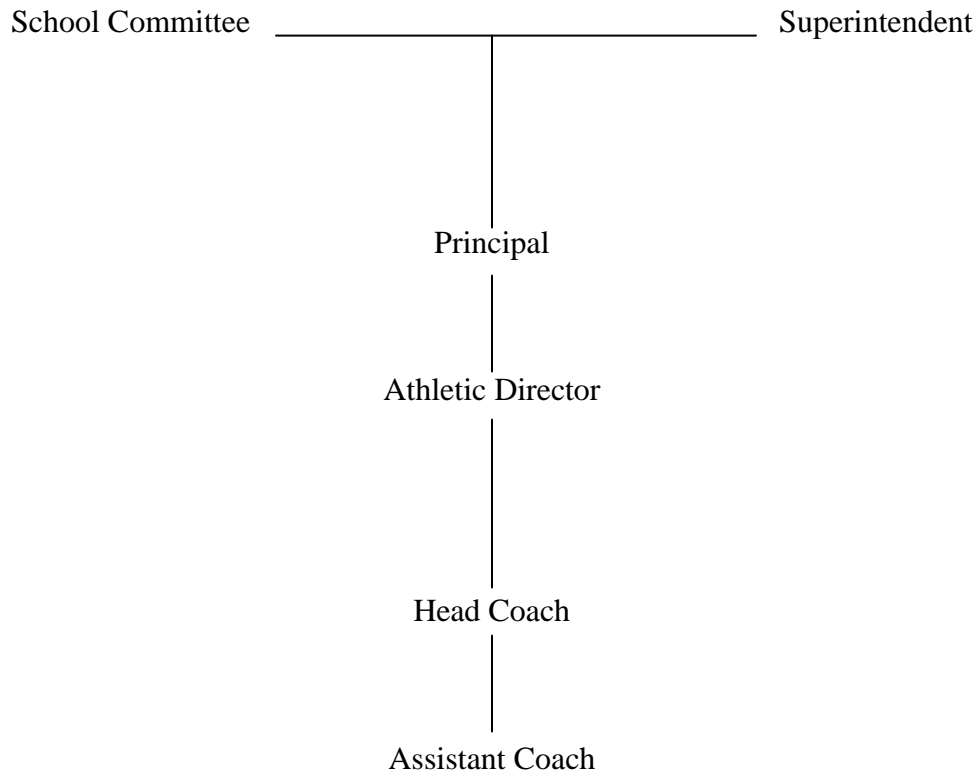
- Aids in the selections of and supervises all coaches
- Evaluates the athletic program and the athletic staff
- Prepares the budget for the athletic program
- Administers to the total athletic program

Coaches

- Represent the school in interscholastic activities
- Conduct their work within the framework of the goals of the school system, the policies and procedures of the Department of Athletics, and the regulations of the North East Conference and State Athletic Association
- Strictly enforce eligibility rules
- Determine team selections fairly
- Consider athletics as part of the total education program, encouraging athletes to work on their maximum ability in academics as well as sports
- Exhibit proper and exemplary behavior at all times
- Implement the Code of Conduct for student-athletes
- Are entirely responsible for the guidance of students in their charge

As in any organization, there is a chain of command. In order for the Athletic Department to function in an efficient manner, it is imperative that the communication between all members of our athletic family be smooth and consistent. Any time there is a question or problem, please refer to the Organizational Flow Chart.

ATHLETIC DEPARTMENT
ORGANIZATION FLOW CHART



OBJECTIVES OF PARTICIPATION

- ✦ To strive for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student-athlete.
- ✦ To insure growth and development that will raise the number of individual participants.
- ✦ To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world.
- ✦ To provide a superior program of athletics that includes appropriate activities for every boy and girl.
- ✦ To provide opportunity for a student to experience success in a sport he or she selects.
- ✦ To provide sufficient activities which offer the greatest benefits for the greatest number of students.
- ✦ To provide those athletic activities to have an outlet for a wide variety of student interests and abilities.
- ✦ To create a desire to succeed and excel.
- ✦ To provide for students' worthy use of leisure time now and in the future.
- ✦ To develop high ideals of fairness in all human relationships.
- ✦ To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- ✦ To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
- ✦ To develop an understanding of the value of activities in a balanced educational process.
- ✦ To provide a positive image of school athletics at Revere High School

AFFILIATIONS

State Athletic Association:

Massachusetts Interscholastic Athletic Association (M.I.A.A.)

The purpose of the MIAA is to promote, develop, direct, protect, and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state.

As a member of the M.I.A.A., Revere High School agree to abide by all the state by-laws, rules and regulations with special emphasis placed on attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct, character, and discipline of athletes.

Conference/League

Northeastern Conference

Revere High School is a member of the Northeastern Conference. The value of league membership is derived from arranging of schedules, equalizing competition, conducting league meets, and generally upgrading the activities program by adhering to league standards and goals. Membership implies abiding by league schedule, by-laws, rules and regulations. The following schools are members of the Northeastern Conference:

Beverly High School
Danvers High School
Everett High School
Gloucester High School
Lynn Classical High School
Lynn English High School
Malden High School
Marblehead High School
Medford High School
Peabody Veterans Memorial High School
Revere High School
Salem High School
Saugus High School
Somerville High School
Swampscott High School
Winthrop High School

METHODS OF IMPROVING COMMUNICATIONS

Due to the fact that many of our staff members do not teach at the school where they coach, it is necessary to establish a communication network within the Department.

Below are methods to follow to help set up this network. Included are some specific suggestions for improving communications that flow upward, downward, and horizontally.

- Athletic Director - Coach: Check in with the Athletic Director's office daily to touch base on issues of concern, messages and mail.
- Coach - Athletes: Coach should schedule an "office hour" each week to be available beyond the regular practice schedule.
- Coach - Assistant Coaches: Brief weekly staff meetings to communicate progress and share ideas.
- Coach - Parents: Develop and maintain positive channels of communication with parents. Attend some booster club meetings if there is one in existence, or schedule an informal meeting with parents. It is important that a coach maintain good public relations, be cordial with parents, and be a positive role model.
- Equipment Manager - Coach: Make sure you make arrangements with the equipment manager to pick up and collect all equipment issued. Check all equipment to make sure it is in good shape and let the equipment manager know what is needed for the next season.
- Coach - Athletic Trainer: Make sure you are introduced to the trainer and know where pre-practice taping will be done. Review any special injuries you know of and special taping that may be required.
- Coach - P.E. Staff: Touch bases with members of the P.E. staff to go over facilities and equipment concerns and the intramural program.
- Coach - Coaches of other sports: Cooperate with other coaches and respect the needs of their programs. If sharing facility, know other coaches' game, practice and scrimmage schedule.

COACHING INFORMATION

COACHES' CODE OF CONDUCT

At Revere High School, we expect our coaches to be committed to helping young men and women to reach their potential, through the medium of athletics, by encouraging self-discipline, cooperation, and work ethic. Although we do not expect our coaches to be perfect, we do expect them to adhere to a certain established code of conduct. This we believe that a good coach is one who:

- Is fair to all players and treats them with respect
- Gives players a chance to succeed and improve
- Is consistent regarding individual and team discipline
- Does not swear at players or use derogatory names to belittle athletes
- Will coach by the rules and not try to circumvent the spirit of them
- Does not berate officials
- Maintains control of himself/herself, as well as players, in a competitive atmosphere
- Encourages athletes to do well, to work hard, and to maintain self-control
- Is firm with players, will not tolerate sloppiness on the playing area, emotional outburst, or the use of violence
- Sets a strong example to enhance sportsmanship by players as well as spectators
- Places the development of character above that of winning
- Will not accept drug, alcohol, or tobacco use by players
- Encourages academic excellence

COACHING APPOINTMENTS

The success of our programs is dependent principally on its coaches. Without coaches who are well qualified and competent, neither ideal facilities nor the best equipment will do much to improve the program.

Generally, we will attempt to recruit coaches from the faculty of Revere Public Schools. If there are no qualified personnel available within the faculty, an outside search will then take place.

Upon the selection of a candidate, the Athletic Director will recommend the nominee to the high school principal. The high school principal will have the final recommendation to the superintendent of schools. The recommendation will be based on the following criteria:

- Knowledge of the sport
- Playing and coaching experience
- Attitude toward coaching and athletics
- Recommendations
- Educational background
- CORI

The Athletic Director will review all head-coaching positions with the principal and all assistant coaching appointments with the head coach of that sport. Coaches are then nominated, approved by the principal, and finally the superintendent.

All coaches are appointed on a one - year basis, and there is no tenure as far as coaching positions are concerned.

COACHING DISMISSAL

Coaching position appointments are for one year only. Reasons for not being offered the position may be any of the following or simply a change in philosophy may be needed.

- Poor supervision of the team
- Lack of knowledge and ability to carry out the assignment
- Lack of planning and organization necessary for the individual and team to improve
- Poor bench conduct and/or inability to control the team
- Lack of participation in clinics, conferences, meetings, etc.
- Failure to enforce rules and regulations of Revere High School and the MIAA
- Failure to accept responsibility for equipment and supplies issued to the team or for other assigned duties.
- Inability to promote good relationships with team members, fellow coaches, faculty, administration, parents, and local media
- Inability of an assistant coach to work under the philosophy of the head coach
- Non-adherence to the coaches' "Code of Conduct"

COACHING SPECIFICATIONS

Head Coach

Each head coach will be in charge of all interscholastic teams in his/her respective sport. This includes, if applicable, the administration of the varsity and sub-varsity programs for boys and girls.

Organizational Relationship:

This position is directly responsible to the Athletic Director.

Specific Duties and Responsibilities

To organize and implement an interscholastic sport program that will improve individual skills, which will result in successful team performances. Support the academic mission of the school by providing opportunity for student-athletes to develop positive values and attitudes, such as teamwork, sportsmanship, self-discipline, and self-confidence and to develop the skills needed to handle competitive situations.

- All coaches must be first aid and CPR certified and AED Certified
- All coaches must attain state certification in online concussion knowledge course
- Be responsible for all coaches and teams in their respective sport
- Supervise the issuance and collection of all athletic equipment given to the team members. The head coach will be assisted with the services of the faculty manager and assistant coaches.
- Conduct pre-season parent/athlete meeting and review contents of student/athlete handbook.
- Review hazing law with all team members and consequences of violation.
- Prepare equipment budget within two weeks of the end of the season. A review with athletic director will determine if all needs are warranted.
- Responsible for the supervision of the locker rooms at all times. **A member of coaching staff will be present until all athletes leave.**
- Must obtain all physical examination form from athletes prior to any activity.
- Cooperate fully with the principal and the Athletic Director on all administrative matters.
- Accompany the team to all away games unless an emergency develops, then an assistant should assume the responsibility. Allow no member of the team to drive his/her car to away games.
- Allow no team to practice without a coach present.
- Report all infractions of the code of ethics or any major problems, which may occur before, during, or after a contest to the Athletic Director in writing.
- Will not use the media to criticize opposing team, officials, or player.
- Stress academic study along with athletic excellence to heighten opportunity for further schooling.
- Recommend assistant coaches with qualified athletic background in that sport.
- Encouraged to take sport specific Professional Development courses.
- Report to the new media the results of a contest immediately after it is completed.
- The Athletic Director must approve all scheduled contests and practices.

- The Coach is responsible for the participation of Revere High School athletic teams in all award ceremonies that his/her team might qualify for. This includes open tournaments as well as the MIAA sponsored state tournaments.
- Ice hockey and swim head coaches will participate in arrangement of ice and pool rental needs.
- Notify athletic director of all athletic scholarships received by athletes.
- All coaches hired after **July 1, 2005** must complete Coaches' Educational Program. All coaches hired after **July 1, 2007** must complete Coaches Principle Course, Sports First Aid and Sport Specific Technical and Tactical Skills course as a condition of re-employment (must be completed no later than two years after initial appointment).
- The head coach is responsible for the issue, return, and inventory of all uniforms and equipment.
- In the case of injury that requires outside treatment or an unusual incident, coach should contact the Athletic Director as soon as possible.
- The coach is responsible for working with the press and should remember to be positive. Negative statements are not helpful. Remember Positive!!!

Lynn Item	978-593-7700
Revere Journal	781-284-2400
Boston Globe	617-929-2860
Boston Herald	781-426-3000

Terms of Employment

Compensation for the coaching season will be in accordance with salary schedule adopted by the school committee relayed in the RTA contract.

Season will be from the first scheduled day of practice, established by the MIAA, to the culmination of the MIAA tournament season.

Assistant Coach

To assist the head coach in meeting the objective of his/her respective sport.

Organizational Relationship

This position is directly responsible to the head coach.

Specific Duties and Responsibilities

- All coaches and volunteers must be first aid and CPR certified and AED Certified
- All coaches and volunteers must attain state certification in online concussion knowledge course
- To follow the direction of the head coach in all matters pertaining to that sport.
- To assist in the supervision of activities on the field, in the field house and in the locker room.
- To assist in the proper care and use of equipment (specifically the fitting of helmets).
- To be available for all meetings called by the head coach.
- To assist in training, developing, and displaying good habits and qualities of conduct.
- Assist head coach in issue and return of uniforms and equipment. Assist coach in post-season inventory.
- To assist the head coach in the preparation of budgets for ensuing year.
- To be available for scouting assignments as directed by the head coach.
- Assist head coach in pre-season parent/athlete meeting.
- All coaches hired after July 1, 2005 must complete a Coaches' Education Program through the MIAA prior to their second year of coaching.
- To attend all varsity games and scrimmages as directed by the head coach.

Terms of Employment

Compensation for the coaching season will be in accordance with salary schedule adopted by the school committee relayed in the RTA contract.

- Season will be from the first scheduled day of practice (established by the MIAA) to the culmination of the MIAA tournament. To carry out other tasks that may be assigned by the head coach.

Volunteer Coaches: Athletic Department Volunteers

The Athletic Director and Principal must recommend all athletic department volunteers for approval by the Superintendent. As a result of liability and contractual concerns, no athletic department volunteer is considered to be a coach, or should use the title coach. Volunteer candidates must submit a letter requesting to serve as a volunteer and fill out the appropriate CORI forms. After submission of the necessary paperwork, no volunteer will dedicate time for a team or the athletic department before approval is granted by the Superintendent (usually a period of two weeks). At the time of his/her appointment, the athletic department volunteer shall complete the obligation of reading, signing off, and abiding by the policies set forth in the Revere Public School Policy & Procedure manual.

All volunteers must attain state certification in online concussion knowledge course.

All volunteers must be first aid, CPR and AED certified

Active teachers and administrators of the Revere Public Schools are exempt from the above requirements.

Athletic Trainer

Specific Duties and Responsibilities

- Prevent injuries among, care for, and rehabilitate all Revere High School athletes as needed.
- Maintain the training room from the beginning of the fall pre-season practice through the first week of June.
- Attend all pre-season football practices, all varsity football games, all sub-varsity home football games, all varsity football practices,
- Attend all other home fall contests as scheduled by Athletic Director
- Attend all varsity home winter season games scheduled by the Athletic Director
- Attend all varsity home spring season games as scheduled by the Athletic Director
- Attend all post season games.
- Assure that all athletes referred to a physician for care return with a Athletic Return to Play form signed by the treating physician
- Maintain a complete file of all accident reports and keep records related to all injuries for all sports
- Notify the Athletic Director, in writing, within 24 hours of any injury requiring serious medical attention.
- Escort injured persons to hospital whenever possible.
- Home phone calls to injured student athletes/ parents ASAP.
- Work as an assistant to the physician.
- Apply daily application of protective taping and therapeutic regimen. This includes all practice sessions when notified by AD
- Maintain reciprocal dialogue between coaches and athletic trainer in regards to student athletes
- Have on file an Athletic Emergency Form, and have a folder provided by each coach with each player's information. Information included on the Athletic Emergency Form will be Name, Address, home and cell numbers of parent or guardian, allergies, previous medical condition athletic staff should be aware of
- Remain current on all pertinent topics in the field of Athletic Training
- Provide a concussion seminar to all coaches instructing them on all facets of concussions prior to each season.
- Attend training and screen all our athletes using ImPact testing software and keep all baseline tests current
- Attend pre-season coaches meeting and provide an overview to coaches on services and current topics

Athletic Equipment Manager Duties and Responsibilities

Overview:

Maintain Revere Public Schools athletic program equipment needs, including Revere High School and Middle Schools.

- Oversee the fitting of players with practice and game uniforms, as well as helmets and all other safety equipment for all sports
- Manage equipment, inventories, store rooms
- Research and become knowledgeable with new and existing safety devices
- Coordinates with coaches to determine team's equipment needs
- Maintain electronic inventory of all sporting equipment and supplies; notify the Athletic Director of any shortages in such areas
- Care and maintenance of sports uniforms, equipment
- Install lining of indoor courts for home events (Volleyball)
- Keep running inventory of supplies and equipment(electronically)
- Receive supplies and equipment and check against invoices
- Assign lockers to athletics when needed
- Launder uniforms and care for washer and dryer equipment
- Keep electronic records of purchased and needed items and equipment for all sports
- Keep a electronic list of all athletic contacts/ vendors needed for equipment issues
- Establish and maintain operating procedures for issuance and return equipment
- Other job-related duties as assigned by Athletic Director

CHECK LIST FOR COACHES

Name of Coach: _____

Sport: _____

Due in Athletic Office Prior to 1st Contest with Dates Completed

Date of Parent/Athlete/Coaches Meeting _____

Medical Forms (Received and turned in) _____

Emergency Contact Sheet _____

Permission Slips (Received and turned in) _____

Team Eligibility Check Completed _____

Roster (completed & turned in) _____

Hazing/ Bullying Form (completed & turned in) _____

Booster Club Information Form _____

Concussion Certification (Entire Staff) _____

Copy of CPR/ First Aid Certification & AED Cert. _____

Coach's Signature _____

END OF SEASON COACHES' OBLIGATIONS

All coaches within the Revere Public Schools must complete certain end of season responsibilities in order to consider their coaching assignments finalized. Failure to comply may affect future assignments and, in some cases, final coaching pay.

Annual Sports Report

All head coaches must submit an annual report for all of their program levels, varsity, junior varsity and freshmen. **These reports should be turned into the Athletic Director within a 15-day period after the completion of their season.** The report will include the following:

- A brief summary of the season and suggestions for improving program.
- Complete inventory of all equipment and supplies.
- Squad rosters – indicating letter winners, captains, etc.
- Schedule played with results of contests.
- Special honors received by team members.
- New records set for the season, such as individual performances, team scoring, etc.
- Budget request for the next season – prioritized.

END OF SEASON COACHES' REPORT

Sport: _____ Date: _____

Coach's Name: _____

Final Record	W	L	T
League	___	___	___
Non League	___	___	___
Overall (in season record)	___	___	___

Final League Standing: _____

Tournament Record ___ ___ ___

Athletic Contest Record (by Score)

Date	Opponent	Score	Win/Lose/Tie
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Post Season Record (by Score)

Date	Opponent	Score	Win/Lose/Tie
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Outstanding Team Achievement

Outstanding Individual Achievement/Awards/Honors

Post Season Tournament Information

Coach's Comments

EVALUATION OF COACHES

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies. Not everyone fits the model of the successful coach and the successful coach is not always the one who wins the game.

There is much to be understood if one is to be a capable coach. Coaches need to understand growth and developmental patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques, and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.

Without goals and objectives in the program and competencies desired in coaches identified, it is impossible to assess whether goals are being met, or if coaches possess the desired competencies.

The enclosed forms represent appraisal forms for coaching evaluations. The basic purpose behind these forms is the improvement of the program and instruction the athletes receive. Other purposes of the evaluation system are as follows:

- To afford an opportunity to identify, recognize, and praise quality coaching and instruction.
- To provide an opportunity to identify potential leadership within a system.
- To create a climate to achieve individual improvement through job targets.
- To provide information necessary to make an objective assessment of the performance of a coach.
- To identify those factors which interfere with a coach's overall contribution to the athletic program.
- To assure that coaching is a responsibility shared by the entire coaching staff and the athletic director.

The following procedures are to be observed in the use of these forms:

- The Athletic Director will conduct evaluations of head coaches.
- The head coach will conduct evaluations of assistant coaches.
- The athletic director will be responsible for re-appointment recommendations.
- All coaching positions will be re-advertised after 3 consecutive years of coaching the same sport. (RTA contract pg. 49)

**Revere Public Schools
Athletic Department Summary of Standards Review for Coaches**

I Currency in the Professional Areas

- A. Demonstrates current and in-depth knowledge of the sport. 2 3 4

II Pre-Season Responsibilities

- A. Insure medical clearance of team according to RPS and MIAA Regulations. 2 3 4
 B. Creates and maintains team roster, identified by student, grade and identification number. 2 3 4
 C. Parental Consent Forms are completed and turned into Athletic Director before start of season. 2 3 4
 D. Conduct Pre-Season Parent/ Athletic Meeting as outlined by athletic department policies. 2 3 4
 E. Attends RHS pre-season meeting and NEC coaches meeting 2 3 4
 F. Provides the A.D. individual expectations / goals form 2 3 4

III Seasonal Responsibilities

- A. Supervise all team members from start to finish of a game or practice. 2 3 4
 B. Issue, maintain and care for equipment, supplies and school facilities 2 3 4
 C. Adhere to recommendations made by athletic trainer with regards to athlete's injuries. 2 3 4
 D. Reporting of pertinent information to all newspapers not represented at the contest in a timely and positive manner. 2 3 4
 E. Maintains high academic standards for the team 2 3 4

IV Post-Season Requirement

- A. Inventory of equipment, to include, condition of equipment and list of students who have not returned equipment. 2 3 4
 B. Submit a season record consisting of opponents, scores, championships, outstanding achievement by a player. 2 3 4
 C. Attend post season NEC and RHS meeting and All- Star games 2 3 4

V. Coaching Performance

- A. Demonstrates high ideals, good habits and desirable attitude in personal behavior. 2 3 4
 B. Demonstrates the ability to work with athletes to improve their performance. 2 3 4
 C. Supervises and maintains communication with assistant coaches and sub-varsity teams. 2 3 4
 D. Establish positive rapport with parents, athletes and colleagues. 2 3 4
 E. Demonstrates the values of good sportsmanship. 2 3 4
 F. Establishes and maintains communication with coaches, athletes and parents 2 3 4

VI. Promotion of Revere Athletic Program Beyond the Playing Field

- A. Supports and adheres to all policies with regards to student achievement and code of discipline as outlined in the RHS Student Handbook. 2 3 4
 B. Supports and adheres to all MIAA Policies 2 3 4
 C. Creates opportunities for collaboration and visibility with city / youth league athletic programs 2 3 4
 D. Attends and supports other athletic / social events 2 3 4

VII. Fulfillment of Professional Responsibilities

- A. Works collaboratively with Athletic Director 2 3 4
 B. Participates in coaching clinics, coaches meetings and recommended professional development 2 3 4
 C. Completes paper work in an organized and timely manner 2 3 4

Signatures of all evaluators contributing:

Athletic Director: _____ Coach: _____

- 2= Successful in completion of duties.
 3= Area needs improvement
 4= Unsatisfactory Performance.

POLICIES

Squad Selection Policy

In accordance with our philosophy and the desire to see as many students as possible participate in our athletic program, coaches are encouraged to keep as many students as they can without unbalancing the integrity of their sport. Obviously time, space facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport.

To be consistent throughout the total athletic program, coaches will follow the following policy when cutting players.

Responsibility

- Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- Prior to trying out, the coach shall provide the following information to all candidates for the team.
 - a. Extent of try-out period.
 - b. Criteria used to select team
 - c. Number to be selected
 - d. Practice commitment if they make the team
 - e. Game commitments

Tryout Policy

- When a squad cut becomes necessary, the process will include three important elements. Each candidate shall:
 - a. Complete in a minimum of three practice sessions.
 - b. Performed in at least one intra-squad game. Exception, spring sports utilizing outdoor fields or facilities.
 - c. Be personally informed of the cut by the coach and the reason for the action.
- Coaches that prefer a general try-out (i.e. includes all grade levels) shall cut from varsity to junior varsity to freshmen. Additional freshmen may be cut at that point.
- Cut lists are not to be posted.
- Coaches will discuss alternative possibilities for participation in the sport, or the areas of the athletic program.
- It is advised that coaches have printed rating forms to back up their decisions on cuts.
- If a coach foresees difficulties arising as a result of squad cuts, s/he should discuss the situation with the Athletic Director.
- In the event an athlete appeals the cut as being unfair s/he, at the discretion of the coach, may be granted one day of an additional try-out.

Athletic Parental Consent Form

REVERE HIGH SCHOOL ATHLETIC PARENTAL CONSENT RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT

YEAR _____ ___FALL ___WINTER ___SPRING

We the undersigned father and mother or guardian(s) of _____ a minor, do hereby consent to his/her participation in voluntary athletic programs and do forever RELEASE, acquit, discharge, and covenant to hold harmless the City of Revere, a municipal corporation of the Commonwealth of Massachusetts and its successors, departments, officers, employees, servants, and agents, of and from any and all actions, causes of actions, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of directly or indirectly, all known and unknown personal injuries or property damages which we/I may now or hereafter have as the parent(s) or guardian(s) of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after s/he has reached his/her majority resulting or to result from his/her participation in the Revere Public Schools Physical Education Department's Athletic Programs. FURTHERMORE, we/I hereby agree to protect the City of Revere and its successors, departments, officers, employees, servants, and agents against any claims for damages, compensation, or otherwise on the part of said minor growing out of or resulting from injury to said minor in connection with his/her participation in the Revere Public Schools Physical Education Department's voluntary athletic programs and to INDEMNIFY, reimburse, or make good to the City of Revere or its successors, departments, officers, employees, servants and agents any loss or damages or costs, including attorney's fees, the City or its representatives may have to pay if any litigation arises from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in said sports programs.

School _____ Sport _____

Signature(s) of Parent(s) or Guardian(s) _____

Date Signed _____ Relationship _____

Signature of Student _____ Male ___ Female ___

Student's Last Name _____ First Name _____ Middle Initial _____

Home Address _____ City/State/Zip _____

() _____ / _____ / _____
Telephone Number Date of Birth Grade/Homeroom

(A copy of birth certificate may be required)

IN CASE OF EMERGENCY CALL

Name _____ Telephone Number _____ Relationship _____

Name _____ Telephone Number _____ Relationship _____

HAZING

In order to comply with Chapter 269 of the Massachusetts General Laws, I am bringing to your attention our responsibility to inform members of all athletic teams about the statute regarding hazing.

Please discuss the hazing law with your respective teams at your next practice session and remind them that the law is specifically outlined in their Student Handbook.

The following statute regarding hazing was passed by Massachusetts Legislature.

Chapter 269 of the General Laws is hereby amended by added the following three sections:

Sections 17: “Whoever is a principle organizer of participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in the house of correction for not more than one hundred days; or by both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical and mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such students or other persons to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to him/herself or others, report such crime to an appropriate law enforcement official as soon as reasonably practical. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 29: Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said section seventeen and eighteen shall sign an acknowledgment stating that such group, organization, or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education, and in the case of secondary school, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary school, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution that fails to make such report.

HAZING FORM
Department of Athletics
Revere High School

I have reviewed Chapter 269 of the General Laws regarding hazing with all the team members participating in _____ (sport) at Revere High School.

Head Coach _____

Date: _____

Please return signed form to:

Mr. Frank Shea
Athletic Department, RHS
101 School St.
Revere, MA 02151

PRACTICE POLICIES

Practice

- Following one week of the first official practice, each coach shall submit a “squad roster” to the Athletic Director of all candidates trying out.
- Practice sessions should be well planned, well structured, and should not exceed two and one half hours excluding time required for showering and dressing.
- Coaches should be the first to arrive and the last to leave the practice sessions. At no times are athletes to practice by themselves.
- All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice session. The practice area must be policed and secured.
- A student dismissed after 11:00 a.m. due to illness will not be ineligible to participate in any event that day.
- A student absent from school may not practice that day unless:
 - *He she returns to school by 11:00 a.m. and is not dismissed before 11:00 a.m.
 - *An acceptable parent or doctor excuse is submitted to the coach
 - *Permission is granted by the principal
- An athlete serving an in-school suspension cannot participate in practice or a game that day.
- Upon completion of all afternoon classes, athletes are to take all needed items (coats, boots, books, etc.) to their athletic lockers in order to avoid entering hall areas after 3:15 p.m.
- Squad members are to enter and leave the building through the outside doors to the varsity locker room or the gym lobby doors.

Restricted Practice Days

- Weekend and Holiday Practices
 - *Saturday, Sunday, or holiday practices must have the approval of the Athletic Director
- Early Dismissal of School or Emergency Closing
 - *In the event there is a scheduled early dismissal of school, practices may be held at that time only provided the coach(s) are available. Normally, the dismissal results in the coach attending a meeting, seminar, or workshop during that period.
 - *Emergency weather conditions may result in an early dismissal or extended period of school closing. Practices must have the approval of the Athletic Director.

CHEMICAL HEALTH RULE

A. First Violation

When the administration confirms, following an opportunity to the athlete to be heard that a violation occurred, the athlete shall lose 1/3 of the season (for example: an 18 game season, 6 games would be the penalty, if 10 games, 3 games would be the penalty. The 1/3 will always be the lower number in a season with an odd number of games). In addition the athlete shall be assigned to meet with our Student Assistance Services (SAS) staff to discuss and learn about alcohol/drug abuse. The penalty shall carry over to additional season if the violation occurs late in the season. An athlete shall not be allowed to serve the penalty in a sport they have not already participated in. If no other sport is played, the penalty shall be served the following year. In the case of a freshman, the penalty will be served the next session the athlete participates in. **An athlete committing a violation during an out-of-season period will have the same penalties enforced as if the athlete was in season. This rule will begin the first day of practice for fall sports and go through the last day of school.**

B. Second Violation

When the administration confirms, following an opportunity for the athlete to be heard that a second violation has occurred, the athlete shall lose eligibility for one calendar year from the date of offense. The athlete shall be allowed to return to athletics after 12 weeks if the student on his/her volition becomes a participant and completes an approved out-of-school chemical dependency program or treatment program designed by [need name] for the Athletic Department. The athlete attending will pay any costs of attending the program.

C. Subsequent Violation

When the administration confirms, following an opportunity for the athlete to be heard, that a third violation has occurred, the athlete shall not be eligible to participate in athletics for the remainder of the school year with no exceptions (minimum of six months of school calendar. It will carry over to the next school year if there is less than six months left in the year of the offense). This penalty may carry over to the next school year. The athlete must participate and complete an approved out-of-school chemical dependency program or treatment program in order to participate in athletics in the future at Revere High School.

D. Team Captains Privileges

Any athlete who violates the Chemical Health Rule at any time during his/her high school career (in or out of season) shall forfeit the privilege of being captain of a high school team. **This rule will begin the first day of practice for fall sports and go through the last day of school.**

DISMISSAL OF ATHLETE FROM TEAM

The decision to dismiss an athlete is the sole responsibility of the Head Coach of each team.

When dismissal from the team becomes necessary, the following processes should have already taken place.

- Coaches will have explained team policies, rules, and responsibilities at the beginning of each season.
- When appropriate or necessary, verbal warnings should be given and noted to the Athletic Director.
- When a dismissal must take place, the coach will ask the athlete to leave practice for the day. **A meeting for a dismissal hearing should take place the next day between the athlete, coach, and athletic director**. (Note* - It is recognized that situations may arise where the coach will not have the option of waiting for a hearing. Such cases will be dealt with on an individual basis).
- The coach will contact the parents of the athlete immediately.
- Written documentation of the incident will be provided to the Athletic Director within twenty-four hours.

CONTEST SCHEDULING/POSTPONEMENTS

Scheduling Contests

The Athletic Director is responsible for scheduling all interscholastic athletic contests for each team within the athletic program.

- In some instances, the Athletic Director may assign scheduling responsibilities to the head coach, but retain the power of approval before the issuing of any game contracts.
- The head coach is responsible for the scheduling of scrimmages.
- The Athletic Director retains the right to limit the number of away scrimmages.

Contest Limitations

The number of varsity contests to be scheduled is based on the state association limits for the respective sport. Some sub-varsity level team limits may be reduced by local or league regulation. The Athletic Director reserves the right to limit the number of league contests in time of financial crisis.

The participation of any team in a game, meet, or tournament, other than one of the authorized scrimmages, shall be conducted as one of that team's scheduled events and part of the allowed MIAA maximum.

League Commitments

League schedules, drawn up by the Athletic Directors, shall be played in their entirety. Any league postponements shall have priority over other scheduled contests.

Non-League Contest Considerations

Every effort will be made to schedule teams that are on a competitive level with the squads of Revere High School. The following consideration will be given in scheduling non-league contests, special events, etc.

- Natural rivalries
- Income to be derived
- Relationships of schools
- Distance to be traveled
- Size of school
- Expenses to be incurred
- Established patterns of scheduling

Postponing Contest

If the game must be postponed due to weather, or any other factor not conducive to good game conditions, the following practices should be followed:

- Playing conditions of the field
- Safety of players while practicing in game
- Safety of spectators viewing the game
- Safe travel for the team
- Safe travel for the opponents
- Safe travel for the officials
- Safe travel for the students and fans
- Safe travel for the game workers
- Damage to the equipment
- Safety to the spectators in or on the school grounds, gym, or field

After considering factors, it will then be determined by the Athletic Director to play the game or postpone the game. The Athletic Director will re-schedule the contest.

CITIZENSHIP POLICY

Student-athletes hold a special place in the Revere High School community and as a result are expected to behave at all times in a way that brings honor to themselves and their teams.

Student-athletes who are suspended for a school infraction are ineligible for practice or games from the moment they are suspended until they return to their regular class schedule.

ATTENDANCE POLICY

Student-athletes must arrive to school on time and remain in school until 11:00 a.m. or arrive prior to 11:00 a.m. and remain in school until the end of the school day. Coaches will discourage late arrivals and early dismissals on game day and practice days. Absences from school on game day must be authorized by the principal only in order to play. A student dismissed after 11:00 a.m. due to illness will not be eligible to participate in any event that day. Student-athletes may not participate in any school activity on the day of external suspension and will receive a 1 game suspension.

ATHLETIC TRAINER POLICY

Our athletic trainer provides care and injury prevention services to all our athletes. Communication between athlete, parent, and coach is a critical component of this process. The athletic trainer is the final authority (unless a qualified physician takes over responsibility of the athlete's care) on an athlete's participation. Coaches are expected to follow the guidelines for return to play set forth by the trainer or doctor. The Revere High School trainer will work with parents in regard to diagnosis, treatment, and referral.

EARNING A VARSITY LETTER POLICY

Each coach will devise a policy stating the criteria on how to earn a varsity letter in a given sport.

PLAYING TIME POLICY

The most emotional part of a student-athlete being involved in high athletics centers around playing time. It is the coaching staffs' responsibility to decide which athlete should start a contest based on factors such as: attendance, attitude, commitment and skill. These coaching decisions, often difficult to make, are made only by the coaching staff and are approached very seriously after observing the student-athletes in practice, games and scrimmages. Each coach will devise a policy stating the specific criteria on how playing time is earned on a varsity, JV and freshman level.

GRADE POINT AVERAGE (GPA) POLICY

Students at Revere High School must obtain a GPA of 1.67 or better in order to be eligible to play athletics. Each coach will provide student-athletes bi-weekly progress reports and offer academic assistance when needed.

SCHOOL / FAMILY VACATION POLICY

Every team member is expected to be present for all team practices and games. Because of scheduling parameters, many of our teams practice and/or play during school vacations and holidays. Athletes who plan to be absent for an extended period of time due to vacation must discuss this situation with the coach prior to the season starting. If excused from practice or game for a good reason (determined by coach), an athlete should expect to have to earn his/her spot on the team upon return. Unexcused absence or late to a game/practice will affect a student's place on the team and may result in suspension or exclusion from the team. Each coach will have a written school / family vacation policy with their specific guidelines.

PHYSICALS POLICY

Every athlete must have a current Physical on record in order to start a season. No athlete will be allowed to practice, play in a game, or receive a uniform with a current updated physical. Physicals now expire 13 months from their original date of issue; you are no longer able to finish your season if it expires during that season.

ATHLETIC INJURIES

Medical Aspects and Safety

Responsibilities:

- Injuries to athletes will occur in interscholastic athletics, at all levels, regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment, and the required warnings of injury. Realizing this fact, the Revere School District covers all varsity football games practices, varsity ice hockey and other varsity level contests and practices, as possible, with a trainer who has N.A.T.A. certification.
- The trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
- In the event the trainer is not present, the coach in charge of the activity is to assume responsibility. S/he must be prepared to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
- No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, s/he should know what not to do.
- It is the responsibility of the coach in charge of a team to have a complete first aid kit, in sanitary condition, at every practice and contest.
- **No coach should recommend nutritional supplements for athletes. If a coach feels this would help the student-athlete s/he should recommend to the parents that they take the son/daughter to a nutritionist.**

Emergency Procedures (if trainer is not on location)

- Administer proper first aid treatment
- When there is any question to the extent, seriousness, or nature of the injury by the trainer/coach, seek professional medical help immediately.
- Notify the parents of the injured athlete immediately.
 - *Parents should assume the responsibility of contacting the family physician for any injuries.
 - *Less serious injuries – have parents provide transportation for necessary medical attention.
 - *In more serious injuries and if professional medical help is not readily available, an ambulance should be called.
 - *The emergency number is 911
 - *The police phone number is **781-284-1212**
- If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention. The coach should continue to try to contact the parent.

Accident/Injury Report Procedures

- In the case of a serious injury, notify the Athletic Director immediately. The athletic office should be notified whenever an injury causes an athlete to be taken to a doctor.
- The trainer/coach will complete the “Athletic Injury Report” form immediately following all athletic injuries or accidents that involve any students under their control during a practice, contest, or while traveling to a contest.
- The form shall be turned into the Athletic Director’s office the following morning with the coach/trainer retaining his/her copy.
- Copies of the report shall be immediately sent to the insurance company with a claim form.
- The trainer/coach shall list the injury on the log that is kept in the athletic training room.
- Trainer/coaches should follow-up on all injuries by attempting to personally contact the parents.

Return to Participation

- Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer and the family physician, must have a written statement allowing return to competition.

Procedure on Prevention and Care of an Injury

Training Room

- Appropriate policies should be set and opportunities provided for use of the training room by members of both sexes. Training room annex will be used to expedite services to female athletes.
- The head coaches of the in-season sport shall work with the trainer to maintain cleanliness and orderliness in the training room.
- Rules and regulations for the use of the training room should be made available to all athletes through their coach.
- Supervision shall be provided for athletes utilizing the training room.

Concussions

RHS Athletic Policy

Head Trauma

- All Coaches must read this disclaimer to their teams.
- **In the case of any concussion symptom a “No risk” evaluation by trainer/MD must be done on site- Meaning that the player, if even slightly suspected of concussion or displaying any symptom, will not be allowed to return to any game until proper tests are completed**
- **RHS Athletics will not allow a student that has had a head injury to return to active participation until a MD’s note clearing player of all symptom is received by athletic training staff.**
- **Minimum time away of any player suffering any head trauma is seven (7) days after athlete is symptom free, not after the 7th day from the injury.**
- All coaches/trainers/volunteers will take the state mandated “Sport Head Injury and Concussion Awareness” course starting in March 2011. This no charge course for athletics is located at <http://www.nfhslearn.com/> **The course is named Concussions in Sports: What you need to know. This completion form will need to be handed in prior to the start of the season.**
- **Online Concussion Head Injury Video-** Every student athlete and a parent must complete this online video one time per year. Please complete this **first before registering for a sport.** Here is the link:
<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

TRANSPORTATION

The Athletic Department shall provide transportation for all players, personnel, and coaches of athletic teams.

Breakdowns, Delays, and Accidents

- In the event of a breakdown or accident, the driver has been instructed to the proper procedures to follow. All bus drivers are trained for emergencies or breakdowns. Under no circumstances should a bus be evacuated unnecessarily, particularly if the bus is broken down on a highway. In the event of a breakdown or emergency **the driver is responsible** for the safety of the students, coaches, and teachers on the bus. **It is the sole decision of the driver if the bus should be evacuated.** Passengers are safer on the bus, unless the bus is in a dangerous spot.
- When an accident or breakdown occurs, it is the coach's responsibility to provide for the supervision and protection of the students.
 - * Students should remain together and on the bus unless directed otherwise by the driver or other authority (i.e. police)
 - *Coaches should remain with the students at all times.
- In the event of unusual or unanticipated delays in returning to school, please call the Athletic Director (at home, if necessary) to appraise him/her of the situation. If possible, instruct students to call home and inform their parents of the delay.
- When possible, coaches are encouraged to carry cell phones in case of emergency and a phone is not available.

LOCKER ROOM AND RELATED FACILITIES

Locker Room Responsibilities

- Each coach is responsible for the action of members of his/her squad from the time they report to the locker room for practice/game until they leave the building after practice/game.
- It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, or meets, and stay until the last athlete leaves.
- The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
- Since many coaches will be using the locker room office area (coach's office) each coach must make an effort to keep this area as neat and clean as reasonably possible.
- Each coach shall keep a numerical and alphabetical record on the locks and lockers used by his/her squad. This record should include lock combinations.
- The Athletic Director will issue all keys to locker rooms, equipment rooms, etc. to the coaches. All coaches will return their keys to the Athletic Director on the final day of the season.
- Coaches are not to give athletes their keys at any time.
- If the keys to the athletic area are lost, the coach should report this to the Athletic Director.

Locker Room Procedures

- Roughhousing is not allowed in the locker room. Hazing of other players is not allowed.
- All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
- No one except coaches and assigned players is allowed in the locker room.
- No GLASS containers are permitted in the locker room.
- All spiked and cleated shoes must be put on and taken outside the locker room. No metal or hard plastic spikes or cleats are ever allowed in any other part of the school building.
- Equipment must be removed from all lockers by the end of the first day following the conclusion of each sports season.
- Athletes may use the phone in the locker room offices to call home upon permission of a coach. Normally, all athletes should make prior arrangements for transportation home at the end of their scheduled practice time.
- Coaches are to instruct all players to wait for rides outside the building. In the case of inclement weather, a coach should stay in the lobby with the athletes until all are gone. Coaches should not leave until all athletes have left the grounds.

Equipment Training and Weight Rooms

- Each coach is responsible for making sure that the weight room is locked at all times except when in use.
- Athletes are not to be in the weight room without coach. The coach will control the weight room.

- Both out-of-season and in-season coaches may supervise the weight room on a schedule as established by the athletic director.

Weight room rules:

- **Shirt and shoes** are required at all times
- **NOBODY** in the weight room alone
- **All students must be under the supervision of the instructor assigned to the weight room**
- Lifters must work with a partner
- **Replace all weights on racks immediately following use**
- Weight room door **is not** to be left open

ATHLETIC BOOSTER CLUBS

Role of Clubs

The various Athletic Booster Clubs exist as organizations of parents and community persons dedicated to:

- Supporting, encouraging, and advancing the athletic program and related activities of the Revere School District, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- The clubs shall promote projects to improve and enhance the program they serve.
- The clubs shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic programs of the school.
- The clubs shall do nothing that violates the rules of the Revere School Department or in any way jeopardizes the school's MIAA membership.

Financial

The Booster Clubs each year contribute many thousands of dollars for the needs of our sports programs that otherwise would not be available from the athletic department. Primarily, the monies of the Booster Clubs will be expended for banquets, trophies, and scholarships. Additional monies can support programs equipment needs.

Relationship with Coaches

Coaches are encouraged to take advantage of every opportunity to work with the Booster Clubs in their many fundraising projects.

CORI Requirements

By Massachusetts General Law, Section 172H to Chapter 6 requires “**any entity or organization primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers**” to obtain CORI information. “**Prior to accepting any person as a volunteer.**” In our view, this provision may be applicable to community or school-based organizations of an athletic, recreational, civic or social nature and is also applicable to community or town sponsored activities such as, for example, town recreation department soccer, basketball, baseball, lacrosse, etc. in which volunteer coaches are utilized.

- a. Revere Public Schools CORI Request Form must be completed.
- b. Copy of front and back of license must be attached.
- c. Both items (A & B) must be turned into the athletic department.

Booster Club

To: All Varsity Head Coaches

Please provide information for your team's booster organization as indicated below:

Sport: _____

President: _____

Address: _____

Home Phone# _____

Work Phone# _____

Please return this information to:

Frank Shea
Director of Athletics
101 School St.
Revere, MA 02151

Thank you for your prompt attention.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Revere Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of

personal information for marketing, sales, or other distribution purposes. **RPS** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **RPS** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **RPS** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

EQUIPMENT

ATHLETIC EQUIPMENT

Issuing of Athletic Equipment

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

- The equipment manager will be responsible to see that all equipment is numbered when received by the department prior to equipment issue by members of coaching staff.
- A control system will be established using “Player Equipment Information Cards” for each athlete and a “Master Athletic Equipment Check-Out” sheet to be turned into the athletic office. Both athletic equipment controls shall be kept current by the coaches at all times. The coach shall retain the cards for end of season equipment check in.
- The head coach, although s/he may delegate the issuing of athletic equipment to assistant coaches, is ultimately responsible for the issuing of athletic equipment to all term personnel. The coach issuing equipment must have the knowledge to insure proper fitting of equipment.
- Players are to be instructed in the proper use, care (washing) and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
- All athletes receiving equipment will be responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athletes will be charged accordingly.
- Periodically, coaches shall inspect equipment and facilities during the season.
- All coaches will inspect playing area prior to all practices/games to insure safety of athletes.
- All general equipment used by more than one sport (video equipment, pylons, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.

Use of Athletic Equipment and Facilities

It is important to emphasize to all athletes their responsibilities as squad members to take good care of school equipment and facilities and to report any abuses to their coach. Replacing equipment and repair to facilities can only result in loss of monies that could be used elsewhere in the athletic program.

- Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches.
- Varsity level teams may wear uniform tops or game jerseys on certain game days only. Normally, the wearing of school athletic items will be reserved for special occasions.
- Athletic equipment of the school district will not be loaned to outside groups except with the approval of the Athletic Director and only in unusual circumstances.
- The Athletic Director will schedule all athletic facilities.

INVENTORY OF EQUIPMENT

Procedures for Inventory of Equipment

With the assistance of the Equipment Manager, head coaches will be responsible for the care, issuing, and storage of athletic equipment and uniforms for their program.

- The head coach shall provide to the Faculty Manager an “Equipment-Uniform Check Out Sheet” showing the items issued to each team member at the start of each season. All uniforms shall be marked for permanent identification.
- Head coaches shall submit their athletic inventories to the Faculty Manager within two weeks of the end of the season or at the post-season evaluation conference along with next year’s budget requests.
- During the season all equipment shall be secured in the proper storage areas after each contest or practice. Within the two-week inventory period at the season’s end, all equipment and uniforms shall be cleaned and stored in the designated areas until the following year.
- All equipment is sent out after each season to be professionally cleaned, sanitized, repaired and recertified.

**Department of Athletics
Revere High School**

Date: _____

Dear: _____:

Your son/daughter _____ has not returned the following athletic equipment:

<u>Item</u>	<u>Price</u>
_____	_____
_____	_____
_____	_____

As this equipment is very costly, we are asking for your help in the return of it. In the event this equipment is not returned, we will be forced to bill you the full prices so that we can replace it in our inventory.

This is an unpleasant matter, and I am sure we would all like to prevent further action.

Thank you in advance for your cooperation in this matter.

Sincerely,

Frank Shea
Director of Athletics
Revere Public Schools

Sport: _____

Coach: _____

EQUIPMENT PRICE INVENTORY

Item	Price	Item	Price	Item	Price
Football					
Game Jersey(s)	\$140				
Game pants	\$75				
Helmet	\$175				
girdle	\$15				
shoulder pads	\$75				
misc. pads	\$10				
practice pants	\$30				
practice shirt	\$25				
socks	\$5				
Field Hockey					
googles	\$37				
game shirt(s)	\$40				
skirt	\$30				
stick	\$40				
Soccer					
game shirts(s)	\$85				
game shorts	\$50				
socks	\$5				
Cross country					
shirt	\$25				
shorts	\$25				
Volleyball					
shirts(s)	\$62				
shorts	\$15				
Lacrosse					
Shirts	\$50				
Shorts	\$50				
Hockey					
game shirts(S)	\$175				
practice shirt	\$25				
game socks	\$25				
practice socks	\$25				
Basketball					
game shirts	\$70				
games shorts	\$50				
practice shirt	\$25				
shooter shirt	\$35				
Track					
shirt	\$25				
shorts	\$25				
Baseball					
shirt	\$130				
pants	\$35				
practice shirt	\$15				
practice pants	\$25				
socks	\$5				
hat	\$15				
Softball					
shirt	\$45				
shorts	\$30				
pants	\$35				
socks	\$5				
hat	\$15				
Golf					
shirts	\$35				
hats	\$15				
Tennis					
shirts	\$35				

This handbook is provided to all coaches, athletes and parents for the whole community to be attentive of the policies and procedures of the athletic department.

Let's have a great athletic season and promote pride and respect throughout Revere.

Patriot Pride!

And as always...GO PATS!!!

Frank Shea
Director of Athletics
Revere High School

Revere High School Athletic Forms

**REVERE PUBLIC SCHOOLS
ATHLETIC VOLUNTEER APPLICATION**

SPORT _____ Date _____

Head Coach Signature accepting
Volunteer _____

Full Legal Name of Applicant _____

Other Names (Maiden, Alias etc) _____

Address _____

City _____ State _____ Zip _____

Daytime Phone (____) _____ Evening Phone (____) _____

Email Address _____ Date of Birth _____

Social Security Number _____ Male _____ Female _____

Drivers License Number _____ State _____ Expiration Date _____

Previous Address (List Address if not at current address for 5 years):

Street _____ Apt # _____

City _____ State _____ Zip _____

Present Employer _____ Hire Date _____

Employers Address _____

City _____ State _____ Zip _____

Position _____

Name of Supervisor _____

References (List 3 not family relations)

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Have you ever been arrested, charged or convicted of a crime? No _____ Yes _____

If yes, please explain:

Have you ever had or do you currently have a problem with drugs and/or alcohol?

No _____ Yes _____

If yes, please explain:

What is your motivation to volunteer for this position?

List any formal training that you have completed that is related to this position:

Do you have CPR / First Aid Certification? Yes _____ No _____

To become a volunteer: you must: Take Online Concussion Certification:

<http://www.nfhslearn.com/> Concussions in Sports: What you need to know!

I understand and agree that:

1. Revere Public Schools can deny any applicant for any reason
2. This application is valid for 1 (one) year and a new application must be completed for each new year
3. By submitting this application I, the applicant, affirm that all the information provided is true and correct

4. By submitting this application I, the applicant, agree (in return for being permitted to volunteer) that if any of the information is incorrect, I will forever indemnify and hold this organization harmless for any acts or omissions on my behalf as they relate to any incorrect information I have provided.

5. By submitting this application I, the applicant, voluntarily waive my privacy rights to the extent necessary for the Revere Public Schools to verify the foregoing information through any reasonable means, including, but not limited to local, state, national and international criminal background check(s) and to inform those within the organization who are responsible for accepting and/or supervising volunteers.

Print Name _____

Signature _____ Date _____

CHECK LIST FOR COACHES

Name of Coach: _____

Sport: _____

Due in Athletic Office Prior to 1st Contest with Dates Completed

Date of Parent/Athlete/Coaches Meeting _____

Medical Forms (Received and turned in) _____

Permission Slips (Received and turned in) _____

Team Eligibility Check Completed _____

Roster (completed & turned in) _____

Hazing Form (completed & turned in) _____

Booster Club Information Form _____

Coach's Signature _____

END OF SEASON COACHES' REPORT

Sport: _____ Date: _____

Coach's Name: _____

Final Record	W	L	T
League	___	___	___
Non League	___	___	___
Overall (in season record)	___	___	___

Final League Standing: _____

Tournament Record ___ ___ ___

Athletic Contest Record (by Score)

Date	Opponent	Score	Win/Lose/Tie
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Post Season Record (by Score)

Date	Opponent	Score	Win/Lose/Tie
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Outstanding Team Achievement

Outstanding Individual Achievement/Awards/Honors

Post Season Tournament Information

Coach's Comments

**Revere Public Schools
Athletic Department Summary of Standards Review for Coaches**

I Currency in the Professional Areas

- A. Demonstrates current and in-depth knowledge of the sport. 2 3 4

II Pre-Season Responsibilities

- G. Insure medical clearance of team according to RPS and MIAA Regulations. 2 3 4
 H. Creates and maintains team roster, identified by student, grade and identification number. 2 3 4
 I. Parental Consent Forms are completed and turned into Athletic Director before start of season. 2 3 4
 J. Conduct Pre-Season Parent/ Athletic Meeting as outlined by athletic department policies. 2 3 4
 K. Attends RHS pre-season meeting and NEC coaches meeting 2 3 4
 L. Provides the A.D. individual expectations / goals form 2 3 4

III Seasonal Responsibilities

- A. Supervise all team members from start to finish of a game or practice. 2 3 4
 B. Issue, maintain and care for equipment, supplies and school facilities 2 3 4
 C. Adhere to recommendations made by athletic trainer with regards to athlete's injuries. 2 3 4
 D. Reporting of pertinent information to all newspapers not represented at the contest in a timely and positive manner. 2 3 4
 E. Maintains high academic standards for the team 2 3 4

IV Post-Season Requirement

- A. Inventory of equipment, to include, condition of equipment and list of students who have not returned equipment. 2 3 4
 B. Submit a season record consisting of opponents, scores, championships, outstanding achievement by a player. 2 3 4
 C. Attend post season NEC and RHS meeting and All- Star games 2 3 4

V. Coaching Performance

- A. Demonstrates high ideals, good habits and desirable attitude in personal behavior. 2 3 4
 B. Demonstrates the ability to work with athletes to improve their performance. 2 3 4
 C. Supervises and maintains communication with assistant coaches and sub-varsity teams. 2 3 4
 D. Establish positive rapport with parents, athletes and colleagues. 2 3 4
 E. Demonstrates the values of good sportsmanship. 2 3 4
 F. Establishes and maintains communication with coaches, athletes and parents 2 3 4

VI. Promotion of Revere Athletic Program Beyond the Playing Field

- A. Supports and adheres to all policies with regards to student achievement and code of discipline as outlined in the RHS Student Handbook. 2 3 4
 B. Supports and adheres to all MIAA Policies 2 3 4
 C. Creates opportunities for collaboration and visibility with city / youth league athletic programs 2 3 4
 D. Attends and supports other athletic / social events 2 3 4

VII. Fulfillment of Professional Responsibilities

- A. Works collaboratively with Athletic Director 2 3 4
 B. Participates in coaching clinics, coaches meetings and recommended professional development 2 3 4
 C. Completes paper work in an organized and timely manner 2 3 4

Signatures of all evaluators contributing:

Athletic Director: _____ Coach: _____

- 2= Successful in completion of duties.
 3= Area needs improvement
 4= Unsatisfactory Performance.

**REVERE HIGH SCHOOL
Athletic Parental Consent Form**

**REVERE HIGH SCHOOL ATHLETIC PARENTAL CONSENT
RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT**

YEAR _____ ___ FALL ___ WINTER ___ SPRING

We the undersigned father and mother or guardian(s) of _____ a minor, do hereby consent to his/her participation in voluntary athletic programs and do forever RELEASE, acquit, discharge, and covenant to hold harmless the City of Revere, a municipal corporation of the Commonwealth of Massachusetts and its successors, departments, officers, employees, servants, and agents, of and from any and all actions, causes of actions, claims, demands, damages, costs, loss of services, expenses and compensation on account of, or in any way growing out of directly or indirectly, all known and unknown personal injuries or property damages which we/I may now or hereafter have as the parent(s) or guardian(s) of said minor, and also all claims or right of action for damages which said minor has or hereafter may acquire, either before or after s/he has reached his/her majority resulting or to result from his/her participation in the Revere Public Schools Physical Education Department's Athletic Programs. FURTHERMORE, we/I hereby agree to protect the City of Revere and its successors, departments, officers, employees, servants, and agents against any claims for damages, compensation, or otherwise on the part of said minor growing out of or resulting from injury to said minor in connection with his/her participation in the Revere Public Schools Physical Education Department's voluntary athletic programs and to INDEMNIFY, reimburse, or make good to the City of Revere or its successors, departments, officers, employees, servants and agents any loss or damages or costs, including attorney's fees, the City or its representatives may have to pay if any litigation arises from said minor's intentional, grossly negligent, or reckless acts or omissions while participating in said sports programs.

School _____ Sport _____

Signature(s) of Parent(s) or Guardian(s) _____

Date Signed _____ Relationship _____

Signature of Student _____ Male ___ Female ___

Student's Last Name _____ First Name _____ Middle Initial _____

Home Address _____ City/State/Zip _____

() _____ / ____ / ____ _____ / _____
Telephone Number Date of Birth Grade/Homeroom

(A copy of birth certificate may be required)

IN CASE OF EMERGENCY CALL

Name Telephone Number Relationship

Name Telephone Number Relationship

HAZING FORM
Department of Athletics
Revere High School

I have reviewed Chapter 269 of the General Laws regarding hazing with all the team members participating in _____ (sport) at Revere High School.

Head Coach _____

Date: _____

Please return signed form to:

Mr. Frank Shea
Athletic Department, RHS
101 School St.
Revere, MA 02151

Booster Club

To: All Varsity Head Coaches

Please provide information for your team's booster organization as indicated below:

Sport: _____

President: _____

Address: _____

Home Phone# _____

Work Phone# _____

Please return this information to:

Frank Shea
Director of Athletics
101 School St.
Revere, MA 02151

Thank you for your prompt attention.

